

NAVSEA  
STANDARD ITEM

FY-05

ITEM NO: 009-99  
DATE: 29 AUG 2003  
CATEGORY: I

1. SCOPE:

1.1 Title: Ship Departure Report; provide

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 Submit one legible completed copy, in electronic format, of the Ship Departure Report to the SUPERVISOR showing actual distribution of final contract price among the Work Items accomplished no later than 30 days after the availability end date. The report shall be in an electronic format (spreadsheet), via 3.5-inch diskette or compact disk, in accordance with Attachments A and B.

3.1.1 The sum of all Work Items, including all growth costs and new work items, shall equal the final cost of the contract minus any award fees.

3.1.2 Costs provided should be accurate at the time of submission. However, when final costs are not available within the 30 day reporting timetable, submit a preliminary electronic copy of the Ship Departure Report to the SUPERVISOR showing any final costs for work items as well as predictions/estimates for any unsettled work items. Once all costs have been settled, submit a completed electronic copy of the Ship Departure Report to the SUPERVISOR.

3.1.3 After award, an electronic copy of Attachments A and B will be provided to the Contractor.

3.1.3.1 Attachment A will be provided with columns labeled SPEC, W/C, JSN, COAR, %, SUMMARY, CLASS "C" ESTIMATES information, GLM and APA, filled in (reflecting the awarded SSP Work Package). The Contractor will then complete the remainder of the information (columns labeled RCC, M/D, LABOR, CFM, SUBCONTRACTOR information, and TOTAL, to include all the information as applicable for new work items). Upon receipt, the SUPERVISOR will complete any additional GLM and APA information.

PRELIMINARY - FOR REVIEW ONLY

3.1.3.2 Attachment B, which represents a summary of the information required by Attachment A, shall be completed by the Contractor except for columns GLM and APA. Upon receipt, the SUPERVISOR will complete those columns.

4. NOTES:

4.1 Departure reports are not accounting documents; however, they will be handled as business sensitive material.

4.2 Attachment C defines terms used in Attachments A and B.

PRELIMINARY - FOR REVIEW ONLY

**ATTACHMENT A**

FOUO. FOR OFFICIAL USE ONLY. THIS REPORT CONTAINS BUSINESS SENSITIVE INFORMATION.

## SHIP DEPARTURE REPORT

USS \_\_\_\_\_ (\_\_\_\_\_) FY-\_\_ \_\_

[illegible]

**ATTACHMENT B**

FOUO. FOR OFFICIAL USE ONLY. THIS REPORT CONTAINS BUSINESS SENSITIVE INFORMATION.

SHIP DEPARTURE REPORT

NAVSEAINST 4790.14 Series

**REPORT NO:**

**ISSUE DATE:**

SHIP/HULL  
 SSP NO.  
 UIC  
 FY/TYPE AVAIL.  
 AVAIL.NO.  
 AVAIL. START  
 AVAIL. COMPLETION  
 INDUSTRIAL ACTIVITY  
 CONTRACTOR  
 JOB ORDER NO.

**CUSTOMER/**

<b>TYPE OF WORK</b>	<b>COAR</b>	<b>M/D RATE</b>	<b>GLM</b>	<b>M/D</b>	<b>MAT'L</b>	<b>COST</b>	<b>APA</b>
TYCOM REPAIRS							
TYCOM ALTERATIONS							
NAVSEA ALTERATIONS							
NAVSEA ORDALTS							
ADMINISTRATIVE SERVICES (DSA FUNDED)							
OTHER							
TOTALS							

PRELIMINARY - FOR REVIEW ONLY

ATTACHMENT C

GLOSSARY

**ACTUAL EXPENSES:**

**M/D** Contractor manhours divided by eight  
**LABOR Cost** Dollar amount for mandays  
**CFM** Contractor dollar cost for material  
**SUBCONTRACTOR M/D** Subcontractor manhours divided by eight  
**SUBCONTRACTOR MATL** Subcontractor dollar cost for material  
**SUBCONTRACTOR TOT\$** Subcontractor cost for labor & material  
**Total** Dollar cost for Contractor Labor, CFM & Subcontractor cost  
**GLM** Dollar cost for government furnished labor and material

**APA:** Dollar amount for Appropriation Purchase Account (APA) material utilized in connection with the Customer Order (not chargeable to the Job Order)

**AVAIL COMPLETION:** Date of actual availability completion (month/day/year)

**AVAIL. NO.:** A three digit number assigned by the SUPSHIP

**AVAIL. START:** Date of availability start (month/day/year)

**CLASS "C" ESTIMATES:**

**M/D** Government estimated manhours divided by eight  
**MATL** Government estimate for dollar cost of contractor furnished material  
**SUB/REP** Government estimate for dollar cost for Subcontractor or other contractor provided representative  
**Total** Government estimate in dollars for M/D + CFM + SUB/REP

**COAR:** Code indicating cost category (First 2 digits for customer and last three for availability number)

**CONTRACTOR:** Name of contractor

**FY:** Fiscal year

**Industrial Activity:** Cognizant Supervisor of Shipbuilding administering the contract.

**Issue Date:** Date of Report (month/day/year)

**JCN:** The four character identifier for the Work Center followed by the Job Sequence Number for that Work Center.

**JOB ORDER NO:** Number assigned to the contract at award

**JSN:** Job Sequence Number (part of Job Control Number)

**M/D RATE:** Government approved rate representing the cost of one manday of labor for the named contractor

**RCC:** Number assigned for each request for contract change

**Report No.:** A sequential number assigned to report

PRELIMINARY - FOR REVIEW ONLY

**Spec:** Work Item Number

**Summary:** The Work Specification Title, or brief of growth/new work

**TYPE AVAIL:** The type of availability. Examples: **ROH** - Regular Overhaul; **COH** - Complex Overhaul; **SRA** - Selected Restricted Availability; **DSRA** - Docking Selected Restricted Availability; **PMA** - Phase Maintenance Availability; **DPMA** - Docking Phase Maintenance Availability; **INA** - Inactivation; **ACT** - Activation; **CONV** - Conversion; **RAV** - Restricted Availability; **TAV** - Technical Availability; **PSA** - Post Shakedown Availability

**UIC:** Ship's Unit Identification Code from NAVCOMPT Manual, Volume 2, Chapter 5

**W/C:** Work Center (part of Job Control Number which is the four character identifier for the WC followed by the JSN for that WC.)

**%** Prorated portion where more than one JCN is part of a Work Specification Number